

To All Site Development Representatives:

Franklin County Department of Community and Economic Development has been notified that the Ohio Department of Development is establishing a new site selection process. The new process named ProCure and developed in conjunction with AEP, is a web-based site selection system with query capabilities for the user to establish site selection parameters. Its believed that this dual mode, passive/query based system will facilitate access to available buildings and sites for those inquiring about locations in the State of Ohio. The new statewide system will be coordinated through a single contact entity in each county. For all Franklin County jurisdictions, this will be facilitated through the Department of Community and Economic Development.

This database will only be effective, if populated with reliable and accurate data. **This is where we need your help.** With the magnitude of available sites in Franklin County, only a cooperative effort by the entire development community will make ProCure an effective tool in the site selection process.

Attached is a two part criteria for the ProCure system. The first page gives the minimum criteria for sites and buildings included in the system. Sites and buildings not meeting this criterion will be giving a lower priority and will be entered at such time as all other sites are compiled and entered.

The remainder of the attachment outlines all of the query fields that are created for each site or building. Though seemingly detailed, such items are essential for site selection locators who often have very specific parameters when looking for new locations. Your accuracy and completeness with this data will enhance your property's visibility and viability in the system.

**Please take the time to file with our office a data sheet on each of your properties that are eligible to be entered into the ProCure system.** These sheets can be electronically downloaded from our web address above and emailed, faxed or mailed to our office. ODOD has asked to have the database initially populated by January 2003 and so we ask that you please send us information as soon as possible to begin populating the data base. However, don't hesitate to continually send new or updated information as the need arises.

Your efforts in this project are greatly appreciated. If you have questions on the new process, the ProCure system or need help downloading or submitting forms, please call our office.

Sincerely,

Anthony F. Forte' C.Ec.D., Director

Encls.

## ATTACHMENT A

### Terms and Conditions for Site and Building Information Contained in System

The following parameters are *guidelines* for all properties uploaded to the System inventory. Compliance with Paragraphs (A) and (B) below is *strongly advised, although not required*. The guidelines in Paragraphs (A) and (B) are based on historical preferences of ODOD Prospects and Project Leads.

#### A. Buildings

1. At least 10,000 square feet
2. For heavy/light industrial, warehousing/distribution, flex space use, limited office properties (i.e. call centers, data centers, headquarters)
3. No commercial or retail properties
4. At least 14 feet clear height (for non-office properties)
5. Single-story industrial and/or warehouse area (i.e. no multi-story manufacturing and/or distribution space, with the exception of mezzanine warehousing)
6. Free of any environmental contamination, unless expressly explained in Building information report

#### B. Sites

1. At least 10 contiguous acres
2. No commercial or retail properties
3. Currently served by at least 3 out of 5 major utilities, including:
  - a. Electricity
  - b. Natural gas
  - c. Water
  - d. Sanitary sewer
  - e. Telecommunications
4. Capable of being served by all other utilities not already present
5. Free of any 100-year floodplains, unless expressly explained in Site information report
6. Free of any environmental contamination, unless expressly explained in Site information report
7. Free of any wetlands and other environmentally sensitive areas, unless expressly explained in Site information report

## BUILDING DATA SHEET

ID #. \_\_\_\_\_ Date Submitted \_\_\_\_\_

Contact \_\_\_\_\_ With \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

The following parameters are *requirements* for all properties contained in the System. Compliance, except where designated otherwise (i.e. with the term “should”) is *mandatory*. The guidelines are based on System priorities to deliver complete, accurate, reliable and timely information to Prospects.

### BUILDING INFORMATION *Must contain the following fields of information, at minimum:*

Name of property \_\_\_\_\_  
Specific street address (with number) of property \_\_\_\_\_

Specific political subdivision (e.g. township, village, city) of property \_\_\_\_\_

Current asking price for sale and/or lease \_\_\_\_\_

Square footage: \_\_\_\_\_ Available for occupancy: \_\_\_\_\_

Total square \_\_\_\_\_ Available-office: \_\_\_\_\_

Any tenants currently located in the property (specify “yes” or “no”) \_\_\_\_\_

Total acreage of lot on which property is located \_\_\_\_\_

Clear height of property \_\_\_\_\_

Maximum ceiling height of property \_\_\_\_\_

Any existing crane(s) in the property, including capacity \_\_\_\_\_

Any sprinkler system in the property (specify “wet” or “dry”) \_\_\_\_\_

Providers of each utility service, including:

Electricity \_\_\_\_\_ Natural gas \_\_\_\_\_

Water \_\_\_\_\_ Sanitary sewer \_\_\_\_\_

Telecommunications \_\_\_\_\_

Approximate distance to nearest *interstate* highway (specify interstate) \_\_\_\_\_

Approximate distance to nearest *commercial* airport (specify airport) \_\_\_\_\_

Availability of rail service, including existing spur, if applicable \_\_\_\_\_

Applicable property tax district \_\_\_\_\_

Any environmental contamination in or on the property \_\_\_\_\_

Any existing or possible property tax abatement(s) \_\_\_\_\_

Exterior photograph of property \_\_\_\_\_

**BUILDING INFORMATION** *Should contain the following fields of information:*

Property construction information, including:

Type of walls

\_\_\_\_\_

Type of roof

\_\_\_\_\_

Type/depth of floor

\_\_\_\_\_

Column/bay spacing

\_\_\_\_\_

Approximate dimensions (specify “irregular” if applicable)

\_\_\_\_\_

Year of construction

\_\_\_\_\_

Type of service for each utility, including:

Electric distribution voltage serving property

\_\_\_\_\_

Size of natural gas line serving property

\_\_\_\_\_

Size of water line serving property

\_\_\_\_\_

Size of sanitary sewer line serving property

\_\_\_\_\_

Digital or analog telecommunications line serving property

\_\_\_\_\_

Location in industrial park (specify “yes” or “no”)

\_\_\_\_\_

Approximate distance to nearest *4-lane, limited-access, non-interstate* highway (specify highway)

\_\_\_\_\_

Expandability of property, if applicable (specify maximum expandable square footage)

\_\_\_\_\_

Availability of additional land adjacent to property

\_\_\_\_\_

Former use of property, if applicable

\_\_\_\_\_

Conceptual layout of property

\_\_\_\_\_

Additional exterior and interior photos of property

\_\_\_\_\_

Layout drawings of property

\_\_\_\_\_

Availability of environmental reports (specify “yes” or “no”)

\_\_\_\_\_

## SITE DATA SHEET

ID #. \_\_\_\_\_ Date Submitted \_\_\_\_\_

Contact \_\_\_\_\_ With \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

The following parameters are *requirements* for all properties contained in the System. Compliance, except where designated otherwise (i.e. with the term “should”) is *mandatory*. The guidelines are based on System priorities to deliver complete, accurate, reliable and timely information to Prospects.

### SITE INFORMATION *Must contain the following fields of information, at minimum:*

Name of property \_\_\_\_\_  
Specific location of property (specify boundaries or adjacent intersection) \_\_\_\_\_

Specific political subdivision (e.g. township, village, city) of property \_\_\_\_\_

Current asking price for sale and/or lease \_\_\_\_\_

Total *contiguous* acreage available for sale \_\_\_\_\_

Approximate dimensions of property \_\_\_\_\_

Type of ownership (specify public or private) \_\_\_\_\_

Any purchase options in place for the property (specify “yes” or “no”) \_\_\_\_\_

Zoning classification applicable to property \_\_\_\_\_

Providers of each utility service, including:

Electricity \_\_\_\_\_ Natural gas \_\_\_\_\_

Water \_\_\_\_\_ Sanitary sewer \_\_\_\_\_

Telecommunications \_\_\_\_\_

Approximate distance to nearest *interstate* highway (specify interstate) \_\_\_\_\_

Approximate distance to nearest *commercial* airport (specify airport) \_\_\_\_\_

Availability of rail service, including existing spur, if applicable \_\_\_\_\_

Applicable property tax district \_\_\_\_\_

Any environmental contamination in or on the property \_\_\_\_\_

Any existing or possible property tax abatement(s) \_\_\_\_\_

Any development obstacles on the property, including:

Utility easements \_\_\_\_\_

Occupied or vacant structures \_\_\_\_\_

Wetlands or other environmentally sensitive areas \_\_\_\_\_

Natural waterways (e.g. creeks, streams, ponds) \_\_\_\_\_

Aerial photograph of property \_\_\_\_\_

U.S.G.S. topography map of property (use [www.topozone.com](http://www.topozone.com)) \_\_\_\_\_

**SITE INFORMATION**      *Should contain the following fields of information:*

Type of service for each utility, including:

Electric distribution voltage serving property

\_\_\_\_\_

Size of natural gas line serving property

\_\_\_\_\_

Size of water line serving property

\_\_\_\_\_

Size of sanitary sewer line serving property

\_\_\_\_\_

Digital or analog telecommunications line serving property

\_\_\_\_\_

Location in industrial park (specify “yes” or “no”)

\_\_\_\_\_

Approximate distance to nearest *4-lane, limited-access, non-interstate* highway (specify highway)

\_\_\_\_\_

Availability of additional land adjacent to property

\_\_\_\_\_

Conceptual layout of property

\_\_\_\_\_

Availability of soil borings (specify “yes” or “no”)

\_\_\_\_\_

Availability of environmental reports (specify “yes” or “no”)

\_\_\_\_\_